

Department Of  
**Parks &  
Recreation**



TOWNSHIP OF WARMINSTER

February 8, 2010

Dear :

Warminster Parks & Recreation is currently organizing the Grand Opening of the new Bark Park to be held at Warminster Community Park on Saturday, April 17, 2010. The event will feature a Puppy Promenade (a walk to raise funds for the Bark Park and Bucks SPCA), pet rescues and vendors, vets, community displays, Bark Park registration, and of course, the ribbon cutting for the new Bark Park.

The Parks & Recreation Department feels this event is a "win-win" for all concerned parties. Your organization's participation will be a great contribution to the event, and we would not want you to miss out on this exciting new addition to our park system.

Enclosed you will find an application and Vendor Sales/Non-profit Organization information so you can get started and join the rest of the community at this exciting animal-friendly event. **Applications are due by Friday, March 26, 2010**, but space is limited so do not delay. Warminster Parks & Recreation is looking forward to working with your organization to make this event a success.

Please call us if you have any questions: 215-443-5428 or email:  
[recreation@warminsterpa.org](mailto:recreation@warminsterpa.org)

Sincerely,

Karen Whitney  
Director

# The Bark Park Grand Opening

Saturday, April 17, 2010

10 AM-1 PM

at Warminster Township Community Park, 300 Veterans Way, Warminster



## Vendor and Non-Profit Community Information Booth Application Form

### Application Information (required):

(Circle one)  
Company/Organization \_\_\_\_\_ Type of Booth: Vendor Non-profit  
Primary Contact \_\_\_\_\_ Secondary Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone (Day of event) \_\_\_\_\_ Phone (w) \_\_\_\_\_  
Phone (h) \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Tax Exempt ID# \_\_\_\_\_

#### Vendor Booth: Fee - \$50

1. Includes one 10'x10' space – vendor provides tent, tables and chairs, etc.
2. Any commercial vendors, even if they are only giving out information, fall under this category.
3. Please attach a document listing all items that will be sold at the day's event

#### Non-Profit / Community Organization Booth: Free

1. Includes one 10'x10' space. Non-profit provides tent, tables, chairs, etc.
2. Proof of non-profit status **must** accompany this application (IRS letter or copy of tax exempt cert.)
3. Sales are permitted at non-profit booths - Briefly describe the content of the information that will be distributed and a list of items that will be sold.

#### Other Information

1. Please provide us with a copy of your organization's insurance. Copy enclosed? Yes No
2. Tree coverage is minimal. Will you be bringing a tent: Yes No  
Tent Size? \_\_\_\_\_ Tables & Chairs? Yes No
3. Do you need immediate access to your car at all times? Yes No
4. Will you be bringing animals with you? Yes No If so, how many \_\_\_\_\_
5. Will you be providing giveaways or selling items? Giveaways Selling Both

***Electric service is not available, but you may bring a generator if it is needed.***

#### PAYMENT INFORMATION:

Please make all checks payable to: Warminster Township

Booth / Vender Space Total: \_\_\_\_\_ #spaces x \$50.00/space

Total Amount Enclosed: \$ \_\_\_\_\_ Due with application submission

I hereby state that I have reviewed, understand and accept the guidelines provided to me by the Warminster Township Parks & Recreation for the Bark Park Grand Opening, April 17, 2010. By signing below I signify that I accept responsibility for ensuring all guidelines will be followed by my company and it's representatives.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## GUIDELINES FOR ALL VENDORS AND BOOTHS

Thank you for your interest in the Bark Park Grand Opening and Puppy Promenade on Saturday, April 17, 2010. This event will be held rain or shine at Warminster Community Park, 300 Veterans Way, Warminster, PA. The day's events will begin at 10:00 AM and will conclude at 1:00 PM. The event will include a ribbon cutting ceremony, Puppy Promenade (dog walk around the park) and various vendor and community booths.

We suggest that all vendors/non-profit organizations utilize a tent, booth, trailer, etc. for their operations. We request that you limit your booth space to a 10'x10' area. If you require additional space, please note that on your application so that we can accommodate you. **Tents, tables, chairs, electricity, etc. are not supplied.** You are welcome to provide your own source of electricity (generators) if needed.

We are interested in ensuring that all community groups and vendors are able to participate in this event. If you cannot provide your own tents, tables and chairs, we would encourage you to find a sponsor to cover the costs of these items for your organization. Warminster Parks and Recreation reserves the right to determine which organizations will be considered community/non-profit and which can participate in this event.

All interested vendors and organizations must submit an application to the P&R Department to reserve space at the Bark Park Grand Opening. Please review and complete the enclosed application form and return it to the Park and Recreation Department **no later than March 26, 2010**. If you have questions, please feel free to contact us at (215) 443-5428, Monday through Friday, 9:00 am – 4:30 pm.

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### **General Information for Community, Non-Profit, Business Information & Sales Booths**

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Individuals, non-profits or companies who wish to submit an application for The Bark Park Grand Opening should be aware of the following conditions of participation in our event:

- **The Bark Park Grand Opening & Puppy Promenade** is scheduled to take place on **April 17, 2010** at the Warminster Community Park, 300 Veterans Way. The day's events will begin at 10:00 AM. The Puppy Promenade will begin at 10:30 AM. This event will be held rain or shine.
- Proceeds from the Puppy Promenade will be split between the Bucks County SPCA & the Bark Park.
- Electricity will not be provided, however, you may bring a generator if electricity is needed.
- All organization representatives must abide by the Warminster Township guidelines and other regulatory bodies.
- Booths will set up between 8:00 AM and 9:30 AM. All booths must be set up by 10:00 AM and taken down after the close of the event (1:00 PM.)
- In the event of rain, all booths will be erected on the runway to prevent turf damage. Please be sure to have weighted anchors for your tent.
- Single tents larger than 200 sq feet will require inspection and approval of the L&I Department and fire suppression equipment.
- Alcoholic beverages are not permitted on the park grounds.
- Rescue or veterinary organizations that bring animals to the site will be totally responsible for their care and maintenance – water, cleanup and animal welfare are the responsibility of the participating organization.
- Vendors and Rescues will be set up around the Bark Park or on the runway.
- Please be aware that vehicular traffic and access will be limited once set up is complete – all equipment, animals, information and sales items may need to be transported to your chosen location before the event begins.
- Water will be available on site via hose bib and pavilion restrooms. The Department will provide the hose and baby pools.
- **Warminster Township reserves the right to assign space on site at its discretion. Once you are approved to participate in our event, we will provide you with further information, a vendor pass and a map of the site.**

**For more info, contact:**

Warminster Township Parks and Recreation, 1101 Little Lane, Warminster, PA 18974  
ph: 215/ 443-5428 · fax: 215/ 957-2337 email: [recreation@warminstertownship.org](mailto:recreation@warminstertownship.org)  
Township website: [www.warminstertownship.org](http://www.warminstertownship.org)

